

SEW-EURODRIVE (NZ) Ltd - Code of Conduct

Purpose and Scope

This Code of Conduct outlines the standards and expectations for ethical behaviour, compliance, and business practices for all employees, contractors, and stakeholders of SEW-EURODRIVE (NZ) Ltd. We are committed to fostering a positive, inclusive, and lawful working environment. This code applies to all employees, business partners, and suppliers associated with SEW-EURODRIVE (NZ).

1. Core Values

SEW-EURODRIVE (NZ) is committed to the following principles:

- **Integrity:** Acting with honesty and transparency in all business dealings.
- **Respect:** Treating everyone with dignity, fairness, and understanding.
- **Safety:** Prioritizing a safe and healthy working environment for all.
- **Sustainability:** Conducting our business in an environmentally responsible manner.
- **Innovation:** Embracing continuous improvement and forward-thinking solutions.

2. Compliance with Laws and Regulations

SEW-EURODRIVE (NZ) expects all employees to:

- Abide by all applicable laws, regulations, and internal policies of New Zealand.
- Comply with employment, health, safety, and environmental laws.
- Understand and respect international and local regulations regarding trade, customs, and labour.
- Comply with local and international export control regulations.

3. Ethical Business Conduct

We maintain high standards of ethical conduct and expect employees to:

- Avoid conflicts of interest, whether personal or professional.
- Never engage in bribery, corruption, or fraudulent activities.
- Conduct fair dealings with suppliers, customers, and competitors.
- Use company resources responsibly and efficiently.
- Protect SEW-EURODRIVE's proprietary and confidential information.

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4. Respect in the Workplace

SEW-EURODRIVE (NZ) fosters a work environment free from harassment and discrimination. All employees are expected to:

- Treat colleagues, customers, and stakeholders with respect and dignity.
- Promote a culture of inclusion and diversity.
- Ensure that discrimination based on gender, race, religion, sexual orientation, disability, or any other protected status is not tolerated.
- Report any instances of harassment, bullying, or other inappropriate behaviour.

5. Health, Safety, and Environmental Responsibility

The safety of our employees and the environment is a priority:

- All employees are responsible for maintaining a safe workplace by following our health and safety policies and regulations.
- Ensure that all operations comply with New Zealand's Health and Safety at Work Act 2015.
- Report any unsafe conditions, accidents, or near-misses to the appropriate supervisor.
- Conduct business in an environmentally responsible manner, reducing waste and resource consumption.

6. Confidentiality and Data Protection

SEW-EURODRIVE (NZ) recognizes the importance of protecting sensitive information:

- Employees must maintain the confidentiality of company information, customer data, and trade secrets.
- Ensure compliance with the Privacy Act 2020 for handling personal data.
- Only share information internally or externally when authorized and necessary for business purposes.

7. Fair Competition and Anti-Bribery

SEW-EURODRIVE (NZ) prohibits any form of bribery or corruption:

- No employee should offer, give, or receive bribes, kickbacks, or any improper payments.
- Maintain fair competition in the market and adhere to the Commerce Act 1986.
- Ensure transparent dealings with all business partners and third parties.

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8. Conflict of Interest

Employees must avoid situations where personal interests conflict with company interests:

- Disclose any potential conflicts of interest, whether financial, personal, or professional.
- Avoid engaging in activities that could interfere with job responsibilities or company interests.

9. Whistleblowing and Reporting Irregularities

SEW-EURODRIVE (NZ) encourages employees to speak up when witnessing unethical or illegal behaviour:

- Use the company's HR channel (hine.hapi@sew-eurodrive.co.nz) to report violations without fear of retaliation.
- Employees reporting misconduct are protected under the Protected Disclosures Act 2022.
- Investigations will be handled confidentially and thoroughly.